

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Inoperable Elevators	
Policy Number: STP 21	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

To provide staff with a consistent method in how to safely remove person(s) stuck in an inoperable elevator(s).

POLICY:

Responding staff will ensure there is a safe, coordinated and timely effort in getting person(s) out of a inoperable elevator(s).

PROCEDURE:

When patients, staff or visitors become stuck in an elevator(s) immediately do the following;

- I. One staff will stay by the elevator(s) to maintain voice contact with the person(s) in elevator(s) and to prevent a crowd from gathering
- A. Communicate to person(s) in elevator what is being done by staff to get them out and that help is on the way. It is imperative to convey to the person(s) in the elevator to remain calm. Staff can help by talking to person(s) in a calm and controlled manner, reassuring them that help is on the way and the safest option for them is to remain calm until help arrives. Explain to them the dangers involved if they try to open the doors or crawl out before help arrives.
- II. One staff member will contact the maintenance engineer by;
 - A. First calling BCC and have them page the engineer to determine if one is on duty
 - B. If no engineer is on duty use the engineer call out list to contact an engineer.
 - C. If there is no response from engineer within 10 minutes call KONE Elevator service and they will contact a vice technician who resides in Butte.
 - D. To contact KONE call 1-877-276-8691, you will be asked for an account number and name of company. The account number is 33362 and the company is Peak.
 - E. Provide them with which elevator is inoperable, when facing elevator #1 is will be on your right side and #2 will be on your left-side.

Revisions:

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Approved By: _____	01/01/02
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